



Sign Permit Application

Customer Name: _____ Date: _____

Business Name: _____

Service Address: _____

Location of Sign: _____

Owner of Property where sign is located: _____

Please Circle all of the following that Apply:

- | | | |
|----------------------------------|---------------------------|-----------------------|
| Awning Sign | Marquis | Stanchion |
| Banner (See Below) | Menu/Sandwich | Trailer |
| Changeable Copy | Mural | Temporary (See Below) |
| Entrance/ Subdivision Entrance | Pole | Wall |
| Freestanding | Portable | Window |
| Hanging | Projecting | |
| Illuminated (<i>see below</i>) | Roof | |
| Monument | Special Event (See Below) | |

Location: <input type="checkbox"/> On-Premise <input type="checkbox"/> Off-Premise

Illuminated: *External* *Internal*

Sign Materials: Metal/Aluminum/Plastic **Sign Dimensions:** _____ x _____
Pricing is \$5.00 a Square Foot

Banners - Two Types

A. Banner Business Identification Signs are for new businesses that need a temporary banner while coordinating the installation of permanent signs with a maximum of not to exceed ninety (90) days.

Installation Date:	_____	Valid for 90 days
Removal Date:	_____	

B. Banner Advertising/Promotional Signs are for temporarily advertising or promoting business or events that are affixed to a pole(s), wall, building surface, or similar structure and may be erected for a maximum of thirty (30) days per banner.

Installation Date:	_____	Valid for 30 days
Removal Date:	_____	

TEMPORARY

A temp sign permit shall only be issued per parcel not to exceed 2 permits (per parcel) within a 1-year period and said 2 permits must be at least 30 days apart.

Permit 1	_____	Permit 2	_____
Installation Date:	_____	Installation Date	_____
Removal Date:	_____	Removal Date:	_____

A temporary sign advertising special events must be removed within three (3) business days of the conclusion of the event.

Special Event Date(s):	_____	Name of Event: _____
Installation Date:	_____	
Removal Date:	_____	

PLEASE INCLUDE A PICTURE OR A DRAWING OF YOUR INTENDED SIGN

You can email the picture to: courtclerk@hiawasseega.gov
 or submit with application



Signature Page

Customer Name: _____ **Date:** _____

Business Name: _____

Service Address: _____

Location of Sign: _____

Collected with this Application: _____

The undersigned Applicant understands that this application is being provided under oath and that providing any false information herein may be punished as a crime. By filing this application, the Applicant agrees to the above conditionals and covenants to follow same.

Applicant Printed Name

Applicant Signature **Date**

Liz Ordiales - Mayor **Date**

Paul Smith, Chief of Police **Date**

Permit Issued By: **Date**